

# Tips for Organizing and Conducting Volunteer Cleanup Events

The [Manchester Urban Ponds Restoration Program](#) has been organizing and conducting volunteer cleanup events since the year 2000. In the spring of 2019, the program completed its 20<sup>th</sup> season of pond and park cleanups. This publication is based upon the experience and “lessons learned” and implemented by the program over time and is intended to be only a guide for those individuals and/or groups seeking to coordinate and conduct a volunteer cleanup event. For more information on the program’s cleanup events please visit their [Cleanup Event page](#).

## Step 1: Plan Your Cleanup Event

- A. Land and/or Shore? Determine the Location(s):** Determine where, in proximity to the waterbody, your group wishes to concentrate its efforts on during a cleanup event. To find heavily-littered areas, and/or areas that are prone to illegal dumping, walk along the shoreline in advance to identify location(s) for the cleanup event. Identify accessible paths along the shoreline and/or on public trails that are easy for people to walk. The location(s) may be largely determined by



*Boots may be necessary.*

public access points such as a beach, boat-launch, or park. If the location is large, consider identifying smaller locations within the larger location which can be managed by individual group leaders and groups. Determining the location(s) will provide you with an idea of the footwear that may be needed for the task based upon the terrain. If the cleanup event will be located at a beach or a dry area, sandals or sneakers may be adequate. If it will be located in a wetland or mucky area, knee-boots may be appropriate. If it will be located in water, hip-boots may be most appropriate. Determining the location(s) will also provide you with a sense of how many volunteers to seek for the cleanup event.



*Volunteers remove large debris from Black Brook in Manchester.*



*The UPRP typically focuses cleanup efforts in the parks adjacent to the ponds by skirting around the ponds themselves. This involves differing terrain, and thus differing footwear. There have been occasions, however, where one or more volunteers have also used a small fishing boat to retrieve trash from the water that is too deep to obtain via hip-waders.*

- B. Obtain Landowner Permission:** Whether the location(s) of your cleanup event is/are municipally-owned or privately-owned, determine who owns the property in order to obtain permission. If you do not know who the property owner is, visit your municipality’s on-line assessor’s website to review the tax map(s) and property card(s) associated with the area. It is typically easy to obtain permission to organize a cleanup on municipally-owned/public land. If the location(s) are on privately-owned land, talk to the land owner(s) and explain why you are organizing a cleanup in that area, along with the benefits of doing so. Obtain permission from them in writing, if you can, by considering they sign a form. Verbal permission may be adequate, however. If a landowner grants verbal permission, consider noting the date and time this permission was granted. **Please Note:** While a permit is not required to conduct a simple and straightforward cleanup of litter along the shoreline and/or in shallow water of a waterbody, there may be rare instances where it is required. Such examples may be where many large items (such as tires, shopping carts, etc.) are located below the surface of a waterbody, submerged in the substrate of a waterbody, or are in an adjacent wetland and the removal of such items would require dredging with machinery. In this case, a state permit from the New Hampshire Department of Environmental Services Wetlands Bureau may be required. If you identify areas such as these, we suggest your group report them to the municipality and seek their advice on how your group can work with them to assist in its removal and prevent further dumping.



*The UPRP organizes cleanup events on land owned by the city. As such, the program has not had to seek private landowner permission and simply notifies the Manchester Public Works Department and Parks, Recreation, and Cemetery Department of the dates of the cleanup events. The program has also not had to apply for and obtain permits for cleanup events.*

- C. Determine the Task(s) at Hand:** Determine what you will request of your volunteers. Will it be the removal of trash only? If so, will it be the removal of large items only or all items including the minutia? Graffiti removal or other vandalism? Determining the task(s) at hand will provide you with an idea of the supplies (and hours) you will need to perform the task(s).



*The UPRP typically removes trash only and does not pick up the minutia (cigarette butts, bottle caps, etc.) due to the large volume of trash and limited amount of time and volunteers at each cleanup event.*



*A volunteer removes debris from the shallow water of a waterbody.*

- D. Determine the Check-In Location:** Based upon the chosen location(s) of the cleanup event, consider and determine the most appropriate location for volunteers to initially gather to check in, obtain supplies, and later reconvene at the end of the cleanup event. This may be a kiosk, boat-launch, or specific location on a beach or in a park. Try to stay away from busy roads or areas that are difficult to access and identifying an area with sufficient parking spaces as not to create any potential traffic



*The UPRP typically requests that volunteers meet in one central/well-known location such as a kiosk in a parking lot or at a boat-launch. The program has kept the meeting location at each cleanup event consistent over the years.*



*Kiosk meeting location.*

- E. Determine the Most Appropriate Age(s) of Your Volunteers:** Based upon the task(s) at hand, determine the most appropriate age(s) of your volunteers. Are you seeking adults only? Children? Both? Do you have tasks that all can partake in, or are the tasks age-specific?



*The UPRP typically seeks volunteers of all ages for cleanup events and encourages everyone, despite their age or ability, to participate in a manner of how they most feel comfortable.*



*Determine special tasks for children.*

- F. Determine the Desired Number of Volunteers:** Based upon the number and location(s) that are chosen for the cleanup event, determine the desired number of volunteers to partake in the event.



*The UPRP typically splits the area adjacent to the ponds into several areas and groups of volunteers.*

- G. Create Map(s) of the Location(s) OR Plan on Designating a “Group Leader” for Each Location:** If the location(s) is/are large enough to break into more than one group during the cleanup event, consider making aerial photographic “maps” (or using topographic maps) of each group’s area, indicating on the map the original meeting location, and the group’s start and end point.



*The UPRP has created aerial maps to use in the past. Consider also having a “group leader” (returning volunteer or someone familiar with the area) lead a small group of other volunteers in each designated area.*



*Cleanup area and team map.*

## Step 2: Schedule Your Cleanup Event

- A. Choose a Date:** Choose a date for the cleanup event at a time of year that makes the most sense to your group. Keep in mind that while lakes and ponds have year-round residents, the majority of residents are likely seasonal and may not arrive for the season, or on or around Memorial Day weekend. Thus, a late-spring or late-fall cleanup may not be the most appropriate time as it may not garner the most volunteers. An early or mid-summer cleanup may be the most appropriate. Consider avoiding springtime high water levels (depending on the waterbody) as it minimizes the area to clean and could be a potential safety concern. Consider scheduling the event in conjunction with an annual lake association meeting, local advisory committee meeting, or holiday barbeque. Also consider scheduling the date of the cleanup event at least a month in advance to allow time to prepare (gather supplies and recruit volunteers). Lastly, consider a rain date.



*The UPRP typically schedules cleanup events on Saturday mornings during the last two weeks in April and the first one or two weeks in May. This is because a) this time of year is typically after the snow has melted, b) this time of year is typically before "leaf-in" (and in the case of some of these areas, this is important, as the areas are overtaken with thick stands of invasive plant species), c) this time of year is also before people begin using the adjacent parks for the summer, and d) scheduling a cleanup in late April also takes advantage of Earth Day and associated publicity. The program does not offer rain dates.*

- B. Choose a Time:** Determine the amount of time it may take to clean up the area(s) of your choosing. Will it take one hour? Two hours? More? This is also a factor of the number of volunteers that attend (typically the more volunteers that attend the less time the cleanup will take). If you believe the area(s) may take more than two hours, it may be best to schedule a two-part clean-up event. Also consider the time of day most appropriate to your group, especially if it is scheduled in conjunction with (or before or after) another event such as an annual meeting or holiday barbeque.



*The UPRP has realized that 1 ½ - 2 hours is a sufficient amount of time to allot to cleanup events. The program also realizes that volunteers typically do not have the time or patience to commit to any more time than that in one day. The program typically schedules the cleanup events from 9:00AM to 11:00AM, with a meeting time of no later than 8:50AM. Early-morning cleanup events afford volunteers to have the remainder of the day for other things.*

## Step 3: Determine and Obtain Necessary Supplies

- A. Determine the Necessary Supplies:** Determining the task(s) at hand will determine your necessary supplies. If your cleanup event is strictly a trash removal cleanup, you may only need to obtain latex gloves and trash bags. If your cleanup event also includes yard-waste removal, you may need to obtain paper yard-waste bags, rakes and/or other tools.



*Since the UPRP cleanup events are strictly focused on trash-removal, the only supplies the program must procure are latex gloves and trash bags. The program also has a few hand-held trash-grabbers since some volunteers find them helpful in reaching difficult areas and/or to prevent excessive bending.*



*Latex gloves are a must!*



- B. Obtain the Necessary Supplies:** Determine how you will obtain the necessary supplies. Does your group have a budget? Will your group be purchasing your supplies? Will your group fundraise to purchase supplies? Will your group borrow supplies, from perhaps your municipality?



*The UPRP typically obtains supplies from the Manchester Parks, Recreation, and Cemetery Department. These supplies typically only include latex gloves and trash bags, but have included rakes, other tools, and yard waste bags in the past.*



*"New Hampshire the Beautiful" bags. Photo courtesy of the Northeast Resource Recovery*

- C. Obtain a First-Aid Kit:** Consider obtaining one or more First Aid kits (for one or more groups of volunteers) in case it is needed. It is better to be proactively safe!



*The UPRP has one First Aid kit available for use. However, if your group splits into smaller groups, it would be wise to have one for each "group leader"/smaller group.*

- D. Consider Providing Water and Snacks:** If your group has the financial means, consider providing water and snacks for your volunteers for afterwards. If your group does not have the financial means, consider soliciting donations from local establishments or having your group bake some treats, and bring a large cooler of ice water (or iced-tea) and some paper (or reusable plastic) cups.



*The UPRP does not regularly provide water and snacks to volunteers since the program does not have a budget to do so. On occasion, the program has been able to obtain donations for snacks and have also brought home-made baked goods.*



*Happy volunteers!*

## Step 4: Determine Your Waste Disposal Options

- A. Determine Your Waste Disposal Options:** At the end of your cleanup event, determine how and where you will dispose of the trash that was collected. Is there a dumpster or trash and/or recycling carts on site that your group has permission to use? If not, consider contacting your municipality's Highway Department, Parks and Recreation Department, or road agent in advance, who may be able to coordinate trash and/or recycling pickup. Determine when the trash and/or recycling will be picked up and what the requirements for pickup are (especially with items such as vehicular tires and batteries, etc.). Consider recruiting volunteers with pick-up trucks, especially if your group is cleaning multiple areas and trash must be stockpiled in one area at the end of the event. If you cannot obtain trash pick-up services, volunteers with pick-up trucks and a municipal sticker (or permission) may be able to bring the trash and/or recycling to your local transfer station for free.



*The UPRP typically sends notification of the cleanup schedule to the Manchester Public Works Director as soon as the dates are scheduled. The Public Works Director, or staff, has coordinated with Manchester's solid waste collection staff to collect the trash on the Monday following the cleanup event (which have been held on Saturdays). While there have been a few times one or more 95-gallon recycling carts were made available for the cleanup events, they are generally not, and therefore, recycling is not typically sorted from other debris. All bags of trash have been neatly placed in the same locations over the years; typically underneath or adjacent to the informational kiosks. Trash collected that does not fit into bags is also neatly placed adjacent to the bagged trash.*

Step 5: Advertise Your Cleanup Event and Recruit Volunteers

**A. Determine Any Project Partners:** In addition to volunteers who live around the waterbody, and any other residents of the town, determining any existing local groups or clubs that may be able to assist with the cleanup event is always helpful. Is there a local middle school, high school, or even college environmental club? Any other organization, volunteer group, or club? A local business that may schedule an annual community service day and may be looking for a volunteer project? Many of these groups and/or clubs seek new community service projects and can help you garner additional/new volunteers.



Manchester Urban Ponds Restoration Program partners receive an EPA Region 1 Environmental Merit Award in 2011.



The UPRP has partnered with the Student Conservation Association, local high school ecology clubs, local boy-scout troops, trout-fishing clubs, geo-caching groups, and others in the past.

**B. Determine the Best Way(s) to Advertise Your Cleanup Event:** Determine your audience of volunteers and consider the best way(s) to advertise your cleanup event. Is it by e-mail? Website? Post-card? Posting of a flyer on a community bulletin board and/or kiosk? An annual lake association newsletter? An advertisement in a local newspaper? TV? Radio? facebook/social media? All of the above?



Remember, printed materials and postage cost money, as typically do newspaper and radio advertisements. If your group has available funds for this, that is one thing. If not, instead of simply placing a paid advertisement in a newspaper, try reaching out to a local news reporter to see if s/he will write a story about your cleanup (or write and submit an op-ed piece). This is usually good, free, advertisement. Also determine the most appropriate time to advertise for the cleanup event. Will you be advertising only once, or multiple times before the event?

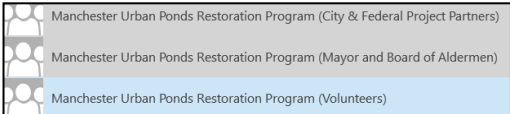


facebook event advertisement.



The UPRP has typically advertised cleanup events in the following manners: 1) The UPRP webpage, 2) The city of Manchester website “Calendar of Events,” 3) the UPRP facebook page, and 4) E-newsletter/e-mail. Local newspapers have always been gracious to cover the event(s) in a story beforehand. The UPRP typically posts the cleanup events on the website and sends out an e-mail approximately three weeks in advance of the cleanup. The UPRP will then send weekly e-mail reminders.

**C. Create an E-Mail Distribution List:** If you don’t already have an e-mail distribution list, consider creating one. This may include names and e-mail addresses of lake association members, local advisory committee members, conservation commissioners, selectboard members, municipal employees/department heads, and others you know who may be interested. You can add to this with each cleanup event your group coordinates. If you have access to Constant Contact, Mailer, Mail Chimp, or other similar e-mail platform, this may be easier and more appropriate to use. If not, e-mail is a good starting place.



The UPRP has an e-mail distribution list of approximately 200 individuals consisting of city aldermen, city department heads, conservation commissioners, media contacts, active school groups and other environmental organizations, and former volunteers. With every e-mail sent, an option is sent to opt-out of receiving e-mails by having a name and e-mail address removed from the list. This list is updated at least twice a year.

- # Manchester Urban Ponds Restoration Program

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## Spring 2019 Program Update

April 3, 2019

### Visit Us on the Web!

  - [Clean Your Drains](#)
  - [Winter Weather Data](#)
  - [Publications](#)

## Please Join us for the 20<sup>th</sup> Season *of* Urban Pond and Park Cleanups!

Please consider joining us for one or more of our Spring 2019 pond & park cleanup events as we enter into our 20<sup>th</sup> season of cleanups! Yes, you read that correctly! We have had two long-term volunteers this year to a recent restoration outside of Manchester; so even more so! This would, we really really benefit from additional volunteer assistance! We would also like to see some new faces and make some new friends; to please spread the word!



- ☐ Saturday April 20, 2019 (9:00 – 11:00) [Black Brook / Windget Park](#)
  - ☐ Saturday April 27, 2019 (9:00 – 11:00) [Stevens Pond / Park](#)
  - ☐ Saturday May 4, 2019 (9:00 – 11:00) [Judds Pond / Pleasant Park](#)

Please dress appropriately for weather (even as "rain" days), and wear rubber knee boots if you have them! Latex gloves and trash bags will be provided, but bring cleaning a friend, and a sense of community spirit! Please arrive no later than 8:45am as we will break into groups and begin cleanup at 9:00am.

Since 2000, the Manchester Urban Ponds Restoration Program has organized 112 cleanup events. Over the past 19 seasons of cleanups, 987 volunteers have spent approximately 3,468 hours collecting 2,288 bags of trash! This does not include the tons (really "dumps") such as shopping carts (573, tires (414), car batteries, other parts, construction debris, and other items. In addition, the value of volunteer time spent at these cleanups has amounted to over \$58,000 over these past 19 seasons!





**Manchester Urban Foods Restoration Program**

**2020 Cleanup Attendance Sheet & Release and Hold Harm Agreement (Reverse Side)**

**Location:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Event at Event:** \_\_\_\_\_

Room	Address	E-Mail	Time In	Time Out	Volunteer Name
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**Number of Volunteers:** \_\_\_\_\_ **Number of Bags of Trash:** \_\_\_\_\_ **Number of Tires:** \_\_\_\_\_ **Total Number of Volunteer Hours:** \_\_\_\_\_

**Other Notes:** \_\_\_\_\_

**Reverse Side Reverse Side by City of Manchester "Release and Hold Harm Agreement for Community Activities"**





- C. Consider Asking Your Volunteers to Sign a Liability Waiver and Photo-Release Form:** Trash found in a waterbody will likely be dirty, rusty, slimy, and sharp. In addition, your group may find broken glass, hypodermic needles, and hazardous wastes. Heavy items should not be lifted alone. Caution is needed when handling all trash in order to avoid cuts and other injuries. Consider asking volunteers to sign a liability waiver and photo-release form. These can be two documents, or combined into one. The form should explain any dangers associated with the cleanup event and reminds volunteers to act responsibly for their own safety. The form helps protect you and your organization from potential liability if a volunteer is injured. In addition, with their permission, it allows you to use photographs taken that day. Examples of these forms can be found on-line to which you can tailor one to best fit your group's needs.



*The city of Manchester's "Release and Hold Harmless Agreement for Community Activity" can be found at: [www.manchesternh.gov/Portals/2/Departments/Adopt-A-Site/COMReleaseAndHoldHarmless.pdf](http://www.manchesternh.gov/Portals/2/Departments/Adopt-A-Site/COMReleaseAndHoldHarmless.pdf). For 2020, the UPRP revised the sign in sheet and titled it "Cleanup Attendance Sheet and Release and Hold Harmless Agreement." The "Release and Hold Harmless Agreement" is on the back side of the attendance sheet.*

- D. Introduce Yourself and Provide Opening Remarks:** Introduce yourself, thank special guests, sponsors/project partners (who have helped by providing goods or services), and volunteers. If the media is there, they may want to interview you or for you to provide a brief quote. Consider preparing remarks ahead of time and allowing any special guests to also provide opening remarks to the group.



*The UPRP coordinator(s) typically introduce themselves, and thank any special guests (city aldermen, city employees, etc.), sponsors (municipal and local), and volunteers themselves.*

- E. Provide Volunteers with a Brief Background/History of the Area(s):** To acquaint new volunteers to your group/program and to the area, consider providing a brief background/history about the waterbody/area, distinguishing features, and its importance to the community. Consider showing volunteers a map of the waterbody and/or watershed. Also consider providing information such as points of interest, recent (or upcoming) restoration projects in the area, and/or information relative to water quality/monitoring, exotic species, other volunteer opportunities, etc.



*A background/history about the area is provided to volunteers before a cleanup.*



*Many of the UPRP volunteers are returning volunteers. However, with any new volunteers, the program coordinator(s) typically offer basic information on the program itself, as well as the watershed, inlet outlet, history fun-facts, and any recent/upcoming restoration projects. The program has fact sheets on each of the ponds on their website, which volunteers can be directed to for more information.*

- F. Provide Necessary Supplies to Your Volunteers:** Ensure your volunteers have ample supplies for the duration of the cleanup event. If they did not bring their own work gloves, request that they take two pairs of Latex gloves (in case one pair rips), and more than one trash bag, depending on the designated location(s). If your group is also removing yard waste, provide your volunteers with rakes and lawn-waste bags. Request that they return any unused pair of gloves, trash bags, and any supplies to you at the end of the cleanup event. Consider also leaving supplies out in a designated location along with the "Cleanup Attendance Sheet" for volunteers who may show up late.




*A volunteer picks up trash at a cleanup.*




*Many of the UPRP volunteers bring their own work gloves. They are then issued two pairs of Latex gloves, as well as multiple trash bags, depending on the specific area they will be cleaning up. It is requested that all unused supplies be returned at the end of the cleanup.*

**G. Provide Your Volunteers with Instructions for the Cleanup Event:** Provide your volunteers with instructions for the cleanup event such as what they will be retrieving (large trash only, all trash, etc.) what not to pick up (hypodermic needles, cigarette butts, etc.), if they are to separate trash from recycling or not (in which case they may carry two bags at once – different colors may be helpful - one for trash and one for recycling), what is considered recyclable if they are separating recycling from trash (this differs in each community and some vendors may not accept unclean/dirty recyclables from cleanup events), etc. Also provide your volunteers with safety tips and a general schedule of the cleanup event including the location to reconvene at the end and where to place trash. Ensure everyone knows where to focus their efforts and then to stop. **Please note:** Hypodermic needles are becoming more common of an item to find during cleanup events. If found, there are two ways a group could handle this. The first option would be to mark its location so you can find it again and contact your municipal fire department who should be able to meet you on site and properly dispose of it for you. The second option would be, while wearing gloves, to carefully pick it up, place it in a plastic soda bottle (assuming you have found one nearby or one is in your trash bag), and place the cap back on the bottle. You could then place the bottle in your trash bag. A “sharp” should never be placed in a trash bag without proper containment. **Please also note:** Police in New Hampshire and the Drug Enforcement Agency have been warning residents that plastic bottles discarded by the side of the road may have been used as miniature meth labs. These plastic bottles appear to have white sludge in them and are used to mix chemicals to make methamphetamine. They are known as “one pot” meth labs and/or “shake and bake” meth labs and are becoming more common. If you find a plastic bottle that has a white sludge or otherwise suspicious-looking material in it, it should not, under any circumstances, be examined or touched. Uncapping the bottle and introducing oxygen into it could cause a dangerous chemical reaction and possible explosion. Other items that may be nearby are discarded back packs or gym bags, a large amount of discarded coffee filters, discarded liquid drain opener bottles, or camp fuel cans. Those who use this type of method to make meth often dispose of the bottles while riding in a car, so people are likely to find these bottles in parking lots or on the side of the road. If you find such a bottle, mark its location so you can find it again and contact your municipal fire department who should be able to meet you on site and properly dispose of it.



*The UPRP volunteers typically only retrieve large items and do not typically separate trash from recycling, due to limited means. However, volunteers have done so in the past with two trash bags – one for recycling, and one for trash. If a volunteer finds a hypodermic needle, the location is marked and it is reported to the program coordinators who have either properly disposed of them or have called local authorities to do so.*

**H. Make It Fun! Play One or More Games While You’re at It!** Why not make things fun while you’re out there picking up trash? Consider playing one or more games (especially if some of the volunteers are children) such as a scavenger hunt, who can find the most interesting or unusual piece of trash, who can find the largest piece of trash, who collects the most trash, etc. Consider offering a prize and/or certificate to the winner(s) of one or more of the games you play.



*The UPRP has, for many years, asked volunteers to find the “Most Interesting or Unusual Piece of Trash” at each cleanup event. At the end of the cleanup, volunteers will place their found items in one location for “judging” by the coordinator(s) of the cleanup event. Certificates and/or prizes have been awarded to the winner(s), and photos have been taken. Volunteers have found some really interesting an unusual pieces of trash over the years!*



Manchester Urban Ponds Restoration Program  
Cleanup Scavenger Hunt

Item	✓	Item	✓
1. Aluminum Soda Can		8. Fishing Lure	
2. Baseball		9. Glass Bottle	
3. Bottle Cap		10. Plastic Bag	
4. Car Tire		11. Plastic Bottle	
5. Children's Toy		12. Plastic Straw	
6. Cardboard		13. Shopping Cart	
7. Fishing Line		14. Wood Shrapnel	

Name: \_\_\_\_\_

Number of Items (Listed Above) Found: \_\_\_\_\_

Other Items Found: \_\_\_\_\_

Most "Interesting" or "Unusual" Piece of Trash Found: \_\_\_\_\_



- I. Relinquish Groups of Volunteers/Group Leader(s) to Designated Area(s):** If you are separating volunteers into more than one group for your cleanup event, relinquish the groups to their designated location(s). If you do not have a group leader for each group, relinquish them with their maps in hand. If you have a group leader be sure to introduce the volunteers in each group to their group leader before relinquishing them to their designated location(s). Remember to consider that not all locations may need the same number of volunteers.



*The UPRP typically asks one or more returning volunteers if they would agree to be group leaders. Not all locations require the same amount of volunteers, however. This is decided based upon the area of the designated location(s), as well as the amount of trash to be removed in the designated location(s). For example, one small area along the shoreline may only require two volunteers, but a larger area in another location with a lot of trash may require 4-6 or more volunteers.*



*A volunteer picks up trash at a cleanup.*

- J. Reconvene at Initial Check-In Area at Designated Time:** After the allotted period of time has elapsed for the cleanup event, reconvene at your initial check-in area. Account for all volunteers that did not sign out early.



*The UPRP always meets at their initial check-in area. They then account for each group leader and group of volunteers (who did not sign out early) to ensure all have safely returned.*



*Volunteers reconvene at a designated location after a cleanup.*

- K. Count Full Bags of Trash (or Weigh All Trash):** Count all full bags of trash that were collected and returned. If one or more bags are returned and are not considered full, consider consolidating them to make full bags of trash. That way, your measurements of “full bags” collected for this, and any other cleanup events, are consistently measured/counted. If your group has access to a scale, you consider weighing your bags of trash, and any other trash, to account for pounds of trash collected. Another option is to ask if the vendor who is charged with collecting the trash after the event can inform your group of the weight of the collection when the truck enters the scale at the weigh-station before drop-off at the refuse facility.



*Since trash collected at UPRP cleanup events has not been weighed by a scale, and trash has been weighed by vendor truck only occasionally, to be consistent, the program has always counted full bags at the site, and has consolidated bags of trash that are returned not full in order to make full bags.*



*Full bags of trash are sorted and counted at the end of a cleanup event.*

- L. Account for and Count Other Items:** Account for and count the quantity of other items of trash collected that cannot fit into bags.



*The UPRP always accounts for and counts any trash that is collected that cannot be bagged. This typically includes vehicular tires, shopping carts, wood debris, construction debris, or any other items that have been illegally dumped.*



*All items collected during a cleanup placed in a designated location and awaiting pick-up by the municipality.*

**M. Share the Data with Volunteers:** Once you have tallied the final numbers of bags of trash and other items collected during the cleanup event, announce them to your volunteers so they know just how much trash and other debris they removed from the area, know how important their contribution of time and efforts were, and have immediate results of their work!



*Full bags of trash retrieved at a cleanup event.*

**N. Tally Final Numbers on Cleanup Attendance Sheet:** Once you have tallied everything collected, write these numbers on your “Cleanup Attendance Sheet”.

**O. Take Photographs:** To commemorate the success of your clean-up event, take a photo of the trash collected, and of the group of volunteers who helped collect it!



*The UPRP always photographs the trash collected and takes a group photograph in front of or aside the trash collected at the end of the cleanup event.*



*Left and Right: Volunteers pose for a photograph aside the trash they collected during a cleanup event.*

**P. Award a Prize, or Two, or Three:** If you played one or more games during the cleanup event, consider awarding a certificate or prize to your winner(s) and photographing them with their winning piece of trash!



*The UPRP has, for many years, asked volunteers to find the “Most Interesting or Unusual Piece of Trash” at each cleanup event. At the end of the cleanup, volunteers will place their found items in one location for “judging” by the coordinator(s) of the clean-up. Certificates and/or prizes have been awarded to the winner(s), and photos have been taken.*





*Above Left: A volunteer is awarded the “Most Interesting or Unusual Piece of Trash Award” for his finding a plastic gargoyles.*

*Above Middle: An example of the “Most Interesting or Unusual Piece of Trash Award.”*

*Above Right: Volunteers awarded for their most interesting piece of trash found.*

- Q. Thank Your Volunteers:** Before parting ways, be sure to thank your volunteers for their assistance! Encourage them to volunteer again. Be sure to individually thank any special guests (aldermen/selectmen, city employees, media, etc.).



*At the end of each cleanup event, the UPRP mentions upcoming cleanup events in order to encourage volunteers to return for the next event.*



*Above Left: Volunteers at the 100<sup>th</sup> Cleanup of the Manchester Urban Ponds Restoration Program.*

*Above Middle: Cake served to volunteers at the 100<sup>th</sup> official cleanup of the Manchester Urban Ponds Restoration Program.*

*Above Right: Volunteers recognized for participating in their 30<sup>th</sup>, 40<sup>th</sup>, and 50<sup>th</sup> cleanup event.*

- R. Consider Having a Picnic/Cookout/or Lunch:** If you have the financial means, consider having a picnic/cookout/lunch afterwards to celebrate your accomplishment. Or, consider soliciting local vendors for food donations in exchange for sponsor/partnership recognition at your cleanup event. If you’re not able to make or supply lunch, consider encouraging volunteers to bring a brown-bag lunch for afterwards.



## Step 7: Follow Up After the Cleanup Event

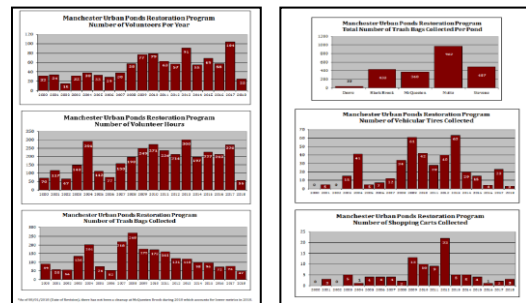
- A. Update Your Electronic Records:** Now is the time to transpose the information collected on the “Cleanup Attendance Sheet” into an electronic record retention system if you have access to one. Perhaps you have access to a database. If not, consider using a Microsoft Excel workbook/spreadsheet system to track measurements from your cleanup events. Now is also the time to update your existing e-mail distribution list with the names and e-mail addresses of those volunteers who participated in your clean-up event.



*The UPRP has consistently used Microsoft Excel to track cleanup measurements. In the first worksheet of the workbook, the program accounts for the number of cleanup events, locations, dates, hours spent at the events, numbers of bags of trash collected at the events, number of volunteers at the events, number of volunteer hours at the events, total value of volunteer time for the events, and other items retrieved at the event. For each year tracked, the program created a “total” line with auto-calculations to account for the total of each year. To account for the value of volunteer time, the program use figures taken from [www.independentsector.org](http://www.independentsector.org). In the second worksheet of the workbook, the program accounts for cleanup attendees, where, for each cleanup event, the location, date, names (in alphabetical order) and address of volunteers, and hours at each event are tallied. Similarly, for each year tracked, the program created a “total” line. In the third worksheet of the workbook, the program created graphs based upon each year’s total metrics. The program then transposes these graphs to a Microsoft Word document, then an Adobe PDF document, and posts them on the website and at the kiosks.*

Manchester Urban Ponds Restoration Pond Cleanup Measurements							
#	Location	Date	Time	# of Volunteers in Attendance	# of Volunteers in Attendance	Volunteer Hours	Other Items Restored
2017							
1	Location	Date	Time	# of Volunteers in Attendance	# of Volunteers in Attendance	Volunteer Hours	Other Items Restored
1	1	1/24/17	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
2	2	2/24/17	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
3	3	3/24/17	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
4	4	4/24/17	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
5	5	5/24/17	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
6	6	6/24/17	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
7	7	7/24/17	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
8	8	8/24/17	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
9	9	9/24/17	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
10	10	10/24/17	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
11	11	11/24/17	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
12	12	12/24/17	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
13	13	1/24/18	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
14	14	2/24/18	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
15	15	3/24/18	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
16	16	4/24/18	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
17	17	5/24/18	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
18	18	6/24/18	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
19	19	7/24/18	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
20	20	8/24/18	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
21	21	9/24/18	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
22	22	10/24/18	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
23	23	11/24/18	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
24	24	12/24/18	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
25	25	1/24/19	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
26	26	2/24/19	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
27	27	3/24/19	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
28	28	4/24/19	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
29	29	5/24/19	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
30	30	6/24/19	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
31	31	7/24/19	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
32	32	8/24/19	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
33	33	9/24/19	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
34	34	10/24/19	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
35	35	11/24/19	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
36	36	12/24/19	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
37	37	1/24/20	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
38	38	2/24/20	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
39	39	3/24/20	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
40	40	4/24/20	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
41	41	5/24/20	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
42	42	6/24/20	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
43	43	7/24/20	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
44	44	8/24/20	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
45	45	9/24/20	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
46	46	10/24/20	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
47	47	11/24/20	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
48	48	12/24/20	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
49	49	1/24/21	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
50	50	2/24/21	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
51	51	3/24/21	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
52	52	4/24/21	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
53	53	5/24/21	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
54	54	6/24/21	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
55	55	7/24/21	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
56	56	8/24/21	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
57	57	9/24/21	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
58	58	10/24/21	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
59	59	11/24/21	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
60	60	12/24/21	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
61	61	1/24/22	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
62	62	2/24/22	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
63	63	3/24/22	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
64	64	4/24/22	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
65	65	5/24/22	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
66	66	6/24/22	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
67	67	7/24/22	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
68	68	8/24/22	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
69	69	9/24/22	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
70	70	10/24/22	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
71	71	11/24/22	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
72	72	12/24/22	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
73	73	1/24/23	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
74	74	2/24/23	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
75	75	3/24/23	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
76	76	4/24/23	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
77	77	5/24/23	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
78	78	6/24/23	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
79	79	7/24/23	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
80	80	8/24/23	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
81	81	9/24/23	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
82	82	10/24/23	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
83	83	11/24/23	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
84	84	12/24/23	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
85	85	1/24/24	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
86	86	2/24/24	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
87	87	3/24/24	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
88	88	4/24/24	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
89	89	5/24/24	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
90	90	6/24/24	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
91	91	7/24/24	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
92	92	8/24/24	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
93	93	9/24/24	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
94	94	10/24/24	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
95	95	11/24/24	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
96	96	12/24/24	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
97	97	1/24/25	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
98	98	2/24/25	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
99	99	3/24/25	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
100	100	4/24/25	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
101	101	5/24/25	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
102	102	6/24/25	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
103	103	7/24/25	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
104	104	8/24/25	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
105	105	9/24/25	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
106	106	10/24/25	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
107	107	11/24/25	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
108	108	12/24/25	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
109	109	1/24/26	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
110	110	2/24/26	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
111	111	3/24/26	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
112	112	4/24/26	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
113	113	5/24/26	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
114	114	6/24/26	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
115	115	7/24/26	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
116	116	8/24/26	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
117	117	9/24/26	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
118	118	10/24/26	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
119	119	11/24/26	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
120	120	12/24/26	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
121	121	1/24/27	1:00 - 2:00	10	10	10.00	100 lbs. of yard waste, 100 lbs. of brush, 100 lbs. of brush
122	122	2/24/27	1:00 - 2:00				

*Above: Cleanup information entered into an Excel Workbook with auto-calculations. Right: Cleanup tally bar-graphs created in Microsoft Excel.*



- B. Send an E-mail or Thank-You Note:** It is always nice to follow up with your new (and/or returning) volunteers by sending them a formal personalized thank-you via e-mail or US Postal Service. Besides, who doesn't like receiving a letter in the letter box, especially in this electronic day-in-age?



*The UPRP, has, on occasion, sent personalized thank-you cards in the mail. Typically, however, the program sends a group thank-you via e-mail and attaches photographs taken at the event(s), as well as a recap of tallies from the cleanup event(s).*

- C. **Consider Writing an Article for Your Newsletter, Newspaper, and/or a Post on Facebook:** Consider writing an article for your newsletter, if you have one, local newspaper, and/or posting on facebook summarizing the event with photographs and tallies from the event. Volunteers who helped out at your cleanup event will feel proud of their accomplishment and the results. This is a good way to garner publicity about your group and its event as well as garner additional volunteers in the future.










*After each cleanup event, the UPRP posts a “thank you” with photographs, names of all volunteers, and tallies of trash collected on their Facebook page. The program has also written newspaper articles and/or shared summary information about the cleanup events (at the end of the season) listing sponsors/project partners and volunteers, and including photographs of volunteers at the event, via an electronic newsletter.*



*Volunteers excited to participate in another cleanup!*

# Appendix A:

## Checklist for Conducting Volunteer Cleanup Events

<b>Step 1: Plan Your Cleanup Event</b>		
A.	Land and/or Shore? Determine the Location(s)	
B.	Obtain Landowner Permission	
C.	Determine the Task(s) at Hand	
D.	Determine the Check-In Location	
E.	Determine the Most Appropriate Age(s) of Your Volunteers	
F.	Determine the Desired Number of Volunteers	
G.	Create Map(s) of the Location(s) OR Plan on Designating a "Group Leader" for Each Location	
<b>Step 2: Schedule Your Cleanup Event</b>		
A.	Choose a Date	
B.	Choose a Time	
<b>Step 3: Determine and Obtain Necessary Supplies</b>		
A.	Determine the Necessary Supplies	
B.	Obtain the Necessary Supplies	
C.	Obtain a First-Aid Kit	
D.	Consider Providing Water and Snacks	
<b>Step 4: Determine Your Waste Disposal Options</b>		
A.	Determine Your Waste Disposal Options	
<b>Step 5: Advertise Your Cleanup Event and Recruit Volunteers</b>		
A.	Determine Any Project Partners	
B.	Determine the Best Way(s) to Advertise Your Cleanup Event	
C.	Create an E-Mail Distribution List	
D.	Before You Mail, Post (or Hit the Send Button)	
<b>Step 6: Conduct Your Cleanup Event</b>		
A.	Arrive Early	
B.	Welcome Your Volunteers and Ask Them to Sign In	
C.	Consider Asking Your Volunteers to Sign a Liability Waiver and Photo-Release Form	
D.	Introduce Yourself and Provide Opening Remarks	
E.	Provide Volunteers with a Brief Background/History of the Area(s)	
F.	Provide Necessary Supplies to Your Volunteers	
G.	Provide Volunteers with Instructions for the Cleanup Event	
H.	Make It Fun! Play One or More Games While You're at It!	
I.	Relinquish Groups of Volunteers/Group Leader(s) to Designated Area(s)	
J.	Reconvene at Initial Check-In Area at Designated Time	
K.	Count Full Bags of Trash (or Weigh All Trash)	
L.	Account for and Count Other Items	
M.	Share the Data with Volunteers	
N.	Tally Final Numbers on Cleanup Attendance Sheet	
O.	Take Photographs	
P.	Award a Prize, or Two, or Three	
Q.	Thank Your Volunteers	
R.	Consider Having a Picnic/Cookout/or Lunch	
<b>Step 7: Follow Up After the Cleanup Event</b>		
A.	Update Your Electronic Records	
B.	Send an E-Mail or Thank You Note	
C.	Consider Writing an Article for Your Newsletter, Newspaper, and/or Post on facebook	

# Appendix B:

## Example of Cleanup Attendance Sheet

Cleanup Attendance Sheet					
Name of Organization: _____					
Location: _____				Date: _____	
Name (Please Print)	Address	E-Mail	Time In	Time Out	Volunteer Hours
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
Hours at Event: _____			Number of Volunteer Hours (Sum of All Volunteer Hours): _____		
Number of Volunteers: _____			Number of Bags of Trash: _____		
Other Items Collected: _____					



# Appendix C:

## Example of Cleanup Attendance Sheet & Release and Hold Harmless Agreement

<div style="text-align: center;"> <b>Name of Organization</b>  <b>Cleanup Attendance Sheet &amp; Release and Hold Harm Agreement (Reverse Side)</b>            Location: _____ Date: ____ / ____ / ____ Hours at Event: _____         </div>					
Name (Print Legibly Above, Sign Below)	Address	E-Mail	Time In	Time Out	Volunteer Hours
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
Number of Volunteers: _____ Number of Bags of Trash: _____ Number of Tires: _____ Other Items: _____			Total Number of Volunteer Hours: <small>(Sum of all volunteer hours)</small>		

Please Read Reverse Side for **NAME OF ORGANIZATION** "Release and Hold Harmless Agreement for Community Activity"

**NAME OF ORGANIZATION**  
  
**RELEASE AND HOLD HARMLESS AGREEMENT  
FOR COMMUNITY ACTIVITY**

**Event:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

- In consideration of acceptance into the above-referenced community activity, I do hereby release the **NAME OR ORGANIZATION** and its officials, officers, agents, and its employees from liability for any harm, injury, or damage which may occur while participating in the above-described event. This includes all risks that are connected with this activity whether foreseen or unforeseen.
- I agree to hold the **NAME OF ORGANIZATION** and its agents, officials, and employees harmless from any damage to persons or property, resulting from my negligence and/or intentional acts.
- I assume the responsibility of participation of said program/activity and agree to abide by all rules and requirements of the program/activity.
- I understand the terms above and have signed this document as my own free act. I realize that by signing this document I am giving up certain legal rights for which I may be entitled.